Budget Form Setup and Line and Column Posting

LINES

The Line Name data entry screen permits users to enter/define accounts as well as inform the system of the relationship between detail accounts and summary accounts. The Multi-posting section of the form defines these relationships and instructs the system to automatically calculate subtotals and totals as users enter budget changes.

The Lines for Missouri are used to capture data for expenses, revenues, and performance measures. Data can only be entered at a posting level objects. Multi-posting objects are a summary or rollup of these posting level objects. The summaries for expenses are as follows:

Summary Level	Posting Level Objects
PS	100-120
EE	140-760*
PD	660-800*
TRF	820
EX	100-800
AO	100-820
TX	1001-1099
LF	1100-1303
PR	1305-1307
SA	1310-1343
LR	1401-1409
SR	1414-1436
CT	1501-1560
IP	1601-1636
RE	1700-1737
MI	1760-1870
DE	1900-1904
IB	6001-6032
TR	5501-5506

AR   1001-5506*

*NOTE: Object order (i.e., line number order) is important when developing views. When a range is specified, the range is not the numeric range of the codes used for the Objects but an ordered range of the corresponding line numbers. For example, the above EE range of 140-760 does not include posting level object 660.

A sample of **Summary Level Objects** is displayed below:

Line	Object	Name & Various Attributes	Multi-Posting Lines		
☞ 1.	AO	ALL BUDGET OBJECT CLASSES			
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☐			
2.	EX	EXPENDITURES			
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☐			
3.	PS	PERSONAL SERVICES			
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☐			
4.	EE	EXPENSE & EQUIPMENT			
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☐			

A sample of **Posting Level Objects** is displayed below:

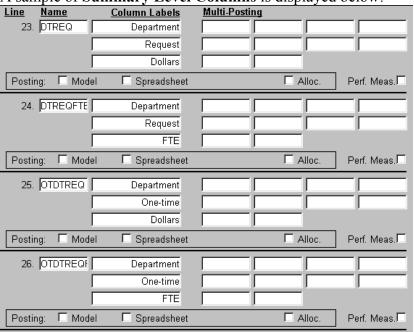| Line	Object	Name & Various Attributes	Multi-Posting Lines		
7.	100	SALARIES AND WAGES	PS	EX	AO
		Type: Expense Detail Box:			
		Decimals: 2 Posting Obj. ☑			
8.	120	BENEFITS	PS	EX	AO
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☑			
9.	140	TRAVEL, IN-STATE	EE	EX	AO
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☑			
10.	160	TRAVEL, OUT-OF-STATE	EE	EX	AO
		Type: Expense Detail Box:			
		Decimals: 0 Posting Obj. ☑			

COLUMNS

The Column Names table defines the columns of the spreadsheet. Column data is set-up in a time series approach. The first columns represent historical prior year expenditures and revenues and current year approved budget. Budget review stages appear next with columns for workspace last.

Similar to object multi-posting, column multi-posting instructs the system to post to each of the columns whenever a value is posted to the initial column by a budget form or interface. Some examples of summary level columns and posting level columns are shown below. Posting level columns multi-post to summary level columns.

Posting Level Columns	Summary Level Columns
BEGCOR	DTREQ, GVREC. . . FINAL
BEGCORFTE	DTREQFTE, GVRECFTE. . . . FINALFTE
DV	DTREQ, GVREC. . . FINAL
DVFTE	DTREQFTE, GVRECFTE. . . . FINALFTE

A sample of **Posting Level Columns** is displayed below:

Line	Name	Column Labels	Multi-Posting			
13.	BEGCOR	Beginning Core	DTREQ	GVREC	HSAPREC	HSBGREC
		Request	HSREC	SNAPREC	SNREC	TAFP
		Dollars	FINAL			
	Posting: ☐ Model ☐ Spreadsheet				☐ Alloc.	Perf. Meas.☐
14.	BEGCORF	Beginning Core	DTREQFTE	GVRECFTE	HSAPREC	HSBGREC
		Request	HSRECFTE	SNAPREC	SNRECFTE	TAFPFTE
		FTE	FINALFTE			
	Posting: ☐ Model ☐ Spreadsheet				☐ Alloc.	Perf. Meas.☐
15.	DV	Division	DTREQ	GVREC	HSAPREC	HSBGREC
		Changes	HSREC	SNAPREC	SNREC	TAFP
		Dollars	FINAL			
	Posting: ☐ Model ☐ Spreadsheet				☐ Alloc.	Perf. Meas.☐
16.	DVFTE	Division	DTREQFTE	GVRECFTE	HSAPREC	HSBGREC
		Changes	HSRECFTE	SNAPREC	SNRECFTE	TAFPFTE
		FTE	FINALFTE			
	Posting: ☐ Model ☐ Spreadsheet				☐ Alloc.	Perf. Meas.☐

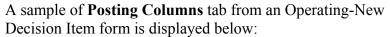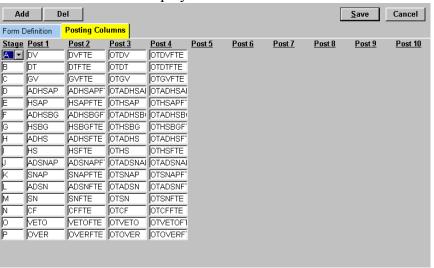A sample of **Summary Level Columns** is displayed below:

BUDGET FORM SETUP

Data is written to lines and columns by means of budget forms. In the example below, Operating-New Decision Item Form, it lists the available objects 100-820 on the Form Definition tab screen print. On the Posting Columns tab screen print, it lists the posting level columns to which data should be written at a given stage.

A sample of **Form Definition** tab from an Operating-New Decision Item form is displayed below:

A sample of **Posting Columns** tab from an Operating-New Decision Item form is displayed below:

Stage	Post 1	Post 2	Post 3	Post 4	Post 5	Post 6	Post 7	Post 8	Post 9	Post 10
A	DV	DVFTE	OTDV	OTDVFTE						
B	DT	DTFTE	OTDT	OTDTFTE						
C	GV	GVFTE	OTGV	OTGVFTE						
D	ADHSAP	ADHSAPF	OTADHSAI	OTADHSAI						
E	HSAP	HSAPFTE	OTHSAP	OTHSAPF						
F	ADHSBG	ADHSBGF	OTADHSB	OTADHSB						
G	HSBG	HSBGFTE	OTHSBG	OTHSBGF						
H	ADHS	ADHSFTE	OTADHS	OTADHSF						
I	HS	HSFTE	OTHS	OTHSFTE						
J	ADSNAP	ADSNAPF	OTADSNAI	OTADSNAI						
K	SNAP	SNAPFTE	OTSNAP	OTSNAPF						
L	ADSN	ADSNFTE	OTADSN	OTADSNF						
M	SN	SNFTE	OTSN	OTSNFTE						
N	CF	CFFTE	OTCF	OTCFFTE						
O	VETO	VETOFTE	OTVETO	OTVETOF						
P	OVER	OVERFTE	OTOVER	OTOVERF						